


VACANCY NOTICE

CS-376
REV(1/11)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

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| Description of Position | <p>TITLE OF POSITION: <u>Senior Eligibility Technician (2)</u> CLASSIFICATION CODE: <u>02466300</u></p> <p>SALARY RANGE: <u>Gr. 322A \$40734 - \$46232</u> REFERENCE POSITION NO.: <u>1255-10000-2413, 2414</u></p> <p>Department of Human Services <u>Individual & Fam. Support</u> APPLICATION PERIOD: <u>2/20/2012 -2/26/2012</u></p> <p><i>Division/Section/Unit</i> <u>Income Eligibility Verif. Sys.</u> GRACE PERIOD ENDS <u>2/29/2012</u></p> <p>Assignment(s) / Comments _____</p> <p>Shift and Days: <u>Monday - Friday, 8:30 - 4:00</u> Job Location: <u>57 Howard Avenue, Cranston</u></p> <p>Restrictions/Limitations: <u>Leave To Protect Status on pos. #2413 - Subject to return of incumbent</u></p> <p>Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No _____</p> <p>Name of Bargaining Unit Union: <u>Council 94 Local 2882</u></p> <p>There is* _____ is not <u>X</u> a Civil Service List for this position See A/B or Both for Specific Instructions</p> <p>* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.</p> |
| General Information to Candidate | <p>INSTRUCTIONS:</p> <p>A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either on the application or within a cover letter, both the File Position Title and Number.</p> <p>Most Important - Please include the following information:</p> <ul style="list-style-type: none"> • The title of the position for which you are applying • Title of your present position and date you entered it • Date you entered State service • Name of department where you are currently employed • Position title and classification number • Department Union <p>*** In certain agencies, bidders may receive preferential treatment according to contract.</p> <p>B. NON INCUMBENT STATE EMPLOYEE APPLICATION:</p> <p>If indicating interest in service for this position, you need not be in the civil service in State service to apply. All information requested on the application must be true. The information you give will be used by the Agency Personnel Office to determine your qualifications. If an item does not apply to you, there is no information to give, please indicate in the letter "N.A." for Not Applicable. If you fail to answer all the questions on the application, your application may be considered incomplete.</p> <p>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</p> <ul style="list-style-type: none"> • Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. • Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). |
| Statement of Duties | <p>DUTIES / RESPONSIBILITIES:</p> <p>Duties include building upon a thorough knowledge and competency in basic eligibility determination functions focused on the prompt resolution of discrepant information arising from electronic data matching with other programs, such as State Wage Records, New Hires, Social Security, and Internal Revenue records. Resolution is followed by appropriate action such as case closure, reductions in support, and referral to Collections for overpayments. Additionally, duties includes completion of special projects as they arise, such as MA Payment Error Rate Review (PERM), processing applications under the Medicare Premium Payment program (MPP) for qualified individuals (Qualified Medicare Beneficiary (QMB) and Specified Low-Income Medicare Beneficiary (SLMB)), processing applications under the Low-Income Subsidy program, out-of-state requests for benefits history, certifying qualified new hires for the Work Opportunity Tax Credit (WOTC), and processing emergency benefits such as SNAP-55 applications, and any and all related duties as required.</p> |
| Minimum Education & Experience | <p>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</p> <p>Education: Such as may have been gained through successful completion of two years of college or more; and</p> <p>Experience: Such as may have been gained through considerable full-time employment as an eligibility technician;</p> <p>Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.</p> |
| Where to Apply | <p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:</p> <p>Daniel Sergeant OHHS Human Resources Service Center Benjamin Rush Bldg., 2nd floor 55 Howard Ave. Cranston, RI 02920</p> <p>Fax and e-mail bids will no longer be accepted TTY/TDD # <u>711</u> (Telecommunication Device for the Deaf)</p>  |

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER